

RECORDS MANAGEMENT

SECTION	SUBJECT
1	GENERAL
	1.0. Policy
	2.0. Applicability
	3.0. Responsibility
	4.0. Definitions
	5.0. Availability And Accessibility Of Records
	6.0. Establishing A Records Management Program
	7.0. E-Mail Recordkeeping Requirements
	8.0. Records Maintained By Contractors
2	SUBJECT, DESCRIPTION, INDEXING, CATEGORY NUMBER, DISPOSITION AUTHORITY, AND STORAGE LOCATION OF GOVERNMENT RECORDS
	1.0. General
	2.0. Machine Readable Records
	3.0. Disposition Instructions
3	MICROFILMING
	1.0. General
	2.0. Standards
	3.0. Procedures
	4.0. Transition
	5.0. Legal Admissability
4	DIGITAL-IMAGING AND OPTICAL DIGITAL DATA DISK STORAGE
	1.0. General
	2.0. Standards
	3.0. Procedures
	4.0. Transition
	5.0. Legal Admissability
5	TRANSFERRING RECORDS (FEDERAL RECORDS CENTERS AND TRANSITIONS)
	1.0. Federal Records Centers
	2.0. FRC Relations
	3.0. Procedures For Transferring Records To FRC
	4.0. Packing And Labeling Of Records
	5.0. Preparing Transmittal Document
	6.0. Shipping Records
	7.0. Retrieving Records
	8.0. Other Contractors
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CHAPTER 2 - RECORDS MANAGEMENT

SECTION	SUBJECT
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ADDENDUM A	FIGURES FIGURE 2-A-1 Marking And Packing Instructions FIGURE 2-A-2 Records Transmittal And Receipt, SF Form 135 FIGURE 2-A-3 Records Transmittal And Receipt (Continuation), SF Form 135A FIGURE 2-A-4 Reference Request - Federal Records Center, OF Form 11 FIGURE 2-A-5 Arrangement Of Boxes On Pallets